



Secretariat

ST/IC/1997/64
13 October 1997

INFORMATION CIRCULAR*

To: Members of the staff

From: The Officer-in-Charge for Human Resources Management

Subject: PLACEMENT AND PROMOTION LIST FOR STAFF IN
THE PROFESSIONAL CATEGORY AND ABOVE

1. The purpose of the present information circular is to inform staff members of recommendations made by the appointment and promotion bodies that have been approved by the Secretary-General in respect of placements and promotions.
2. This list, which includes staff in the Professional category and above, will be issued monthly to enhance transparency and to enable the staff to perceive improvements in gender balance throughout the Secretariat.
3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/413 on placement and promotion, i.e., effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.
4. The attached list includes placements and promotions approved in September 1997.

* Expiration date of the present circular: 31 December 1997.

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Annex

PLACEMENT AND PROMOTION

1-30 September 1997

Name	Gender	Releasing department/ office	Receiving department/ office	Post level	Post number
PLACEMENT					
Gomez, Victor-Luis	M	DGAACS	UNOG	P-4	UNB-41732-E-P4-021
Ljunggren, Maria Charlotta	F	DPKO	ECE	P-4	UNC-25800-E-P4-002
PROMOTION					
Fule-Prael, Gilda	F	DAM/OPPBA	DAM/OPPBA	P-3	OJA-41834-T-P3-002
Mikala, Marcel	M	DHA/GENEVA	DHA/GENEVA	P-3	UNB-40250-E-P3-001
Dagnatchew, Kebede	M	DAM/OPPBA	DAM/OPPBA	P-4	UNA-41834-E-P4-005
Schweinfest, Stefan	M	DESA	DESA	P-4	UNA-44540-E-P4-011
Venkateswar, Krishnan	M	UNOG	UNOG	P-4	UNB-41834-E-P4-002
Vu, Viet	M	DESA	DESA	P-4	UNA-44540-E-P4-010
Williams, John	M	DAM/OPPBA	DAM/OPPBA	P-4	UNA-41834-E-P4-001
Badjan-Young, Janet	F	DPI/UNIC	DPI/UNIC	P-5	UNR-31769-E-P5-008
Ize-Charrin, Maria Francisca	F	OHCHR	OHCHR	P-5	UNB-28280-E-P5-006
Lee, Yaw-Tsong	M	DGAACS	DGAACS	P-5	UNA-41733-E-P5-004
Magazzeni, Gianni	M	OHCHR	OHCHR	P-5	UNB-28280-E-P5-003
McCusker, Joseph	M	DPI	DPI	P-5	UNA-31764-E-P5-003
Raadi-Azarakhchi, Soussan	F	OHCHR	OHCHR	P-5	UNB-28280-E-P5-005
Shiraishi, Osamu	M	OHCHR	OHCHR	P-5	UNB-28280-E-P5-002
Siwanowicz, Ryszard	M	DGAACS	DGAACS	P-5	UNA-41721-E-P5-008
Tarassov, Oleg	M	DGAACS	DGAACS	P-5	UNA-41726-E-P5-003
Blenman, Barbara	F	DPA	DPA	D-1	UNA-37122-E-D1-001
Wortel, Johannes	M	ECLAC	DAM/OHRM	D-2	UNA-41848-E-D2-001



Secretariat

ST/IC/1997/65
13 October 1997

INFORMATION CIRCULAR*

To: Members of the staff

From: The Officer-in-Charge for Human Resources Management

Subject: PLACEMENT AND PROMOTION LIST FOR STAFF IN
THE GENERAL SERVICE AND RELATED CATEGORIES

1. The purpose of the present information circular is to inform staff members of recommendations made by the Appointment and Promotion Panel that have been approved by the Secretary-General in respect of placements and promotions.
2. The list, which includes staff in the General Service and related categories, will be issued monthly to enhance transparency within the Secretariat.
3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/413 on placement and promotion, i.e., effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.
4. The attached list includes placements and promotions approved in September 1997.

* Expiration date of the present circular: 31 December 1997.

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Annex

PLACEMENT AND PROMOTION

1-30 September 1997

Name	Gender	Releasing department/ office	Receiving department/ office	Post level	Post number
PROMOTION					
Bobish, Frank	M	DAM/OCSS	DAM/OCSS	S-4	UNA-41874-E-SS-108
Callender, Vernon	M	DAM/OCSS	DAM/OCSS	S-4	UNA-41874-E-SS-085
Cato, Kenrick	M	DAM/OCSS	DAM/OCSS	S-4	UNA-41874-E-SS-109
Chacko, Jacob	M	DAM/OCSS	DAM/OCSS	S-4	UNA-41874-E-SS-137
Collins, Walt	M	DAM/OCSS	DAM/OCSS	S-4	UNA-41874-E-SS-135
Grimm, Dennis	M	DAM/OCSS	DAM/OCSS	S-4	UNA-41874-E-SS-078
Mammen, Chempakasseril	M	DAM/OCSS	DAM/OCSS	S-4	UNA-41874-E-SS-082
Panzarino, Nicholas	M	DAM/OCSS	DAM/OCSS	S-4	UNA-41874-E-SS-140
Pugh, Clarence	M	DAM/OCSS	DAM/OCSS	S-4	UNA-41874-E-SS-169
Stuart, Harold	M	DAM/OCSS	DAM/OCSS	S-4	UNA-41874-E-SS-089
Andersen, Carolyn	F	DPA	DPA	G-5	UNA-37121-E-OL-013
Beldo, Eugenia	F	DAM/OHRM	DAM/OHRM	G-5	UNA-41801-E-OL-009
Dizon, Regina	F	DPA	DPA	G-5	UNA-37121-E-OL-027
Duche, Vera	F	DPA	DPA	G-5	UNA-37121-E-OL-030
George, Jacob	M	DGAACS	DGAACS	G-5	UNA-41742-E-OL-005
Gorham, Christina	F	DPA	DPA	G-5	UNA-37121-E-OL-024
Irving, Angela	F	DPA	DPA	G-5	UNA-37121-E-OL-017
Khalife, Lara	F	DAM/OCSS	DAM/OCSS	G-5	UNA-41873-E-OL-088
Martens, Geert	M	DPI	DPI	G-5	UNA-31782-E-OL-034
Paser, Kanchan	F	DPA	DPA	G-5	UNA-37121-E-OL-014
Sharonova-Oprescu, Olga	F	DPA	DPA	G-5	UNA-37121-E-OL-008
Sommerfeld, Ingeborg	F	DAM/OHRM	DAM/OHRM	G-5	UNA-41801-E-OL-011
Tadesse, Messeret	F	DPI	DPI	G-5	UNA-31751-E-OL-002
Uyguangco, Milagros	F	DESA	DESA	G-5	UNA-44540-E-OL-016
Zabal, Monique	F	DPA	DPA	G-5	UNA-37121-E-OL-009
Montanez, Pacita	F	DESA	DESA	G-6	UNA-43690-E-OL-001
Ravelojaona, Francine	F	DAM/OHRM	DAM/OHRM	G-6	UNA-41848-E-OL-010
Zagroba, Enriqueta	F	DPI	DPI	G-6	UNA-31782-E-OL-031
Carpio, Alejandro	M	DESA	DESA	G-7	UNA-43245-E-PL-002



Secretariat

ST/IC/1997/66
14 October 1997

INFORMATION CIRCULAR*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: MEMBERSHIP OF THE CLASSIFICATION APPEALS AND REVIEW
COMMITTEE FOR POSTS IN THE PROFESSIONAL CATEGORY**

1. The purpose of the present circular is to inform the staff that the Secretary-General has approved the following membership of the Classification Appeals and Review Committee for posts in the Professional category, with effect from 7 October 1997:

Chairperson: Mr. Henry L. Ouma

Members representing the
administration:

Ms. Vivian Lewis
Mr. Christopher Woodthorpe

Members representing the
staff:

Ms. Shari Klugman
Mr. Michel Pelsise

2. Mr. Joel Cohen has been designated Secretary of the Committee.
3. The terms of reference of the Committee are set out in the annex to administrative instruction ST/AI/277 dated 10 November 1980.
4. The present circular supersedes information circular ST/IC/1993/51 of 17 September 1993.

* Expiration date of the present circular: 6 October 1999.

** Personnel Manual index No. 2040.



Secretariat

ST/IC/1997/67
14 October 1997

INFORMATION CIRCULAR*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: MEMBERSHIP OF THE NEW YORK GENERAL SERVICE
CLASSIFICATION APPEALS AND REVIEW COMMITTEE**

1. The purpose of the present circular is to inform the staff that the Secretary-General has approved the following membership of the New York General Service Classification Appeals and Review Committee, with effect from 7 October 1997.

Chairperson: Ms. Barbara Blenman

Members representing
the administration:

Ms. Eslyn Sylvester
Ms. Patricia Vingo
Mr. Mario Tuason
Mr. Genene Zewge

Members representing
the staff:

Ms. Ruth Gobin
Ms. Deolinda Leitao-Greene
Ms. Judith Modeste
Ms. Chantal Reiter-Burns

2. Ms. Evelyn Hadad has been designated Secretary of the Committee.
3. The terms of reference of the Committee are set out in the annex to administrative instruction ST/AI/358 dated 31 July 1989 and in administrative instruction ST/AI/358/Amend.1 dated 21 April 1994.
4. The present circular supersedes information circulars ST/IC/1994/21 of 21 April 1994 and ST/IC/1994/21/Add.1 of 1 April 1996.

* Expiration date of the present circular: 6 October 1999.

** Personnel Manual index No. 2125.

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Secretariat

ST/IC/1997/68
21 October 1997

INFORMATION CIRCULAR*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: UNITED NATIONS DAY - 24 OCTOBER 1997

1. This is to inform you that, in observance of United Nations Day, a special event will take place in the General Assembly Hall on Friday, 24 October, from 4 p.m. to 6.30 p.m. The programme will feature a concert of popular music from Brazil, Cape Verde and Portugal. The event, organized by the Department of Public Information, is sponsored by the Permanent Mission of Portugal to the United Nations and Portuguese Television (RTP), and will be broadcast live via satellite. The Secretary-General and the President of the General Assembly will address the gathering.

2. Since the observance has special relevance for United Nations staff, supervisors are encouraged to release their staff members to attend this event and to attend themselves. All supervisors are asked to exercise maximum flexibility to allow the greatest staff participation possible.

* Expiration date of the present circular: 25 October 1997.

97-28104 (E) 211097 221097





Secretariat

ST/IC/1997/69
22 October 1997

ENGLISH ONLY

INFORMATION CIRCULAR*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: TIME OFF FOR VOTING ON UNITED STATES ELECTION DAY**

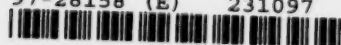
1. Staff members of United States nationality wishing to exercise their right to vote on Tuesday, 4 November 1997, should try to do so outside their normal working hours. Those who are unable to do so may ask the executive officer of their department or office for up to two hours of time off. Executive officers will grant any such requests consistent with the exigencies of the service.

2. Any absence from duty not specifically authorized, including any absence beyond the allowable two-hour maximum, will be treated in accordance with the provisions of staff rule 105.1 (b) (ii).

* Expiration date of the present information circular: 5 November 1997.

** Personnel Manual index No. 13090.

97-28158 (E) 231097





Secretariat

ST/IC/1997/70
27 October 1997

INFORMATION CIRCULAR*

To: Members of the staff

From: The Assistant Secretary-General for Central Support Services

Subject: ELECTRONIC MAIL

Use of electronic mail

1. The use of electronic mail (e-mail) is strictly limited to conducting official business for the United Nations. It is therefore subject to all rules and regulations governing the conduct of official business through conventional methods. Thus, e-mail should not be used for any communications of a personal nature or for private business.
2. E-mail is largely an informal mode of communication. It is the responsibility of the sending and receiving offices to determine the extent to which e-mail communications can be accepted as formal correspondence. This is also true when communicating with outside parties connected to the Organization's e-mail system via the Internet, or through other means.
3. It is expected that all authors of e-mail messages understand the true purpose of e-mail usage and do not send any messages that could be interpreted as accusative, discriminatory and/or derogatory to any party.
4. In order to avoid serious problems in the flow and delivery of e-mail messages, staff members are requested not to use e-mail to send personal messages, such as chain letters or other type of messages unrelated to official business. When a staff member receives one of those messages, he or she is requested not to forward it.
5. Any file created on a personal computer can be transmitted as an attachment to an e-mail message. Owing to system constraints, the total size of the

* The expiration date of the present circular is 31 December 2000.



attached file should not exceed two megabytes (2,000,000 bytes). In order to provide for good system performance, messages with attachments larger than two megabytes should not be transmitted via e-mail.

Retention period

6. Reference is made to ST/IC/1997/11 of 4 February 1997, entitled "Electronic mail - directory maintenance and automatic message deletion", which describes the current procedures used in the e-mail system. Users should be aware that the retention policies for administrative and other inter-office correspondence remain valid and therefore e-mail messages must be saved accordingly, if necessary.

Availability

7. E-mail access will be provided to all regular and temporary staff members working at United Nations Headquarters, provided that they have access to personal computers and proper accounts to access the departmental local area network (LAN) servers. It can also be provided to affiliated contractors under the respective contractual arrangements governing their work for the Organization.

System operations

8. The e-mail system is supported at United Nations Headquarters only during regular working hours. Any problems related to e-mail may be reported to the help desk of the Information Technology Services Division (ITSD), at extension 3-3157. Should support or availability of the e-mail system be required outside regular working hours for a special event such as a conference, the respective department or office should submit a request in writing to the Director of ITSD.

Internet connectivity

9. Internet has become one of the leading vehicles for e-mail connectivity because of the low cost and wide availability of its access. Internet e-mail connectivity will be readily available for all e-mail users. Once an e-mail account is established for a staff member, an Internet address will be assigned automatically. However, interactive access to the Internet, such as World Wide Web access, must be requested by the respective department or office in writing to the Director of ITSD.

10. Because of the nature of the Internet, staff members should know that the stability of Internet connections and security is not guaranteed. If security-sensitive messages are to be exchanged over the Internet, both parties, sender and recipient, should understand these limitations.

Broadcasting a message to all e-mail users

11. Broadcasting an e-mail message to all e-mail users at United Nations Headquarters is not routinely supported. If there is such a need, the respective department or office should submit a written request, through its

Executive/Administrative Officer, to the Assistant Secretary-General, Office of Central Support Services, Department of Management.

12. The present information circular should be read in conjunction with ST/AI/386 of 23 August 1993, entitled "Electronic mail policies and standards", and with the above-mentioned ST/IC/1997/11.



Secretariat

ST/IC/1997/71

31 October 1997

INFORMATION CIRCULAR

To: Members of staff at Headquarters

From: Assistant Secretary-General for Human Resources Management

Subject: POST ADJUSTMENT CLASSIFICATION FOR NEW YORK*

1. The International Civil Service Commission has determined that the requirement for the application of post adjustment multiplier 47 for staff in the Professional and higher categories serving in New York has been met as of 1 November 1997. Consequently, effective 1 November 1997, the post adjustment multiplier for New York is being revised from 44.4 to 47.
2. The annual amounts of post adjustment at multiplier 47 for each salary level and step are shown in the annex to the present circular.
3. The implementation of the revised post adjustment multiplier will be reflected in the end of November 1997 payroll.

* Personnel Manual index No. 3180.



Annex
POST ADJUSTMENT MULTIPLIER 47.0
(in United States dollars)
Effective 1 November 1997

Level	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
Under-Secretary-General															
USG	46557.73														
Net D															
Net S	41862.43														
Assistant-Secretary-General															
ASG	42701.85														
Net D															
Net S	38655.15														
Director															
D-2	35735.51	36432.52	37129.06	37825.60	38522.61	39219.62									
Net D															
Net S	32817.28	33422.84	34020.48	34599.52	35179.03	35759.01									
Principal Officer															
D-1	32058.70	32655.13	33252.03	33847.52	34444.42	35041.32	35637.75	36234.65	36831.08						
Net D															
Net S	29624.10	30142.04	30660.45	31177.92	31696.33	32214.27	32732.68	33251.09	33769.03						
Senior Officer															
P-5	28712.30	29252.33	29791.89	30331.92	30871.95	31411.51	31951.54	32491.57	33030.66	33570.69	34110.72	34650.28	35190.31		
Net D															
Net S	26832.08	27122.29	27612.03	28101.77	28591.51	29081.98	29573.04	30064.63	30556.83	31048.93	31541.03	32033.13	32525.23		
First Officer															
P-4	24250.59	24777.46	25303.86	25829.79	26356.66	26883.06	27409.46	27935.86	28462.73	28989.66	29516.59	30043.51	30570.44	31097.37	31624.30
Net D															
Net S	22568.93	23050.88	23531.96	24013.24	24495.46	24977.51	25459.54	25941.57	26423.60	26905.63	27387.66	27869.69	28351.72	28833.75	29315.78
Second Officer															
P-3	20363.22	20857.86	21352.57	21846.54	22341.45	22835.89	23330.33	23825.24	24319.68	24814.59	25309.03	25803.47	26297.91	26792.35	27287.26
Net D															
Net S	18896.93	19451.89	19907.32	20361.81	20817.24	21272.20	21727.16	22182.12	22637.08	23092.04	23547.00	24001.96	24456.92	24911.88	25366.84
Associate Officer															
P-2	16892.87	17326.08	17767.88	18210.15	18652.42	19094.69	19536.96	19979.23	20421.50	20863.77	21306.04	21748.31	22190.58	22632.85	23075.12
Net D															
Net S	15839.47	16241.32	16641.76	17042.67	17443.11	17844.02	18245.40	18646.84	19048.28	19449.72	19851.16	20252.60	20654.04	21055.48	21456.92
Assistant Officer															
P-1	13364.45	13790.27	14215.15	14640.50	15065.38	15490.26	15915.14	16340.06	16765.37	17190.72					
Net D															
Net S	12607.75	12996.26	13389.36	13779.93	14170.03	14560.13	14951.17	15341.27	15731.37	16121.47					

D = Rate applicable to staff members with a dependent spouse or child.
S = Rate applicable to staff members with no dependent spouse or child.